

**PUBLIC SAFETY
COMMITTEE**

Wednesday, January 9, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the December 12, 2018 meeting.
4. BUSINESS.
 - a. Staff Reports
 - 1) Fire and Rescue Department
 - 2) Police Department
 - 3) Emergency Management
 - b. Discussion and action to make a recommendation to the Village Board regarding Ordinance amendment 2018-19: An ordinance amending the municipal code to permit service animals.
 - c. Discussion on sec. 35-159 of the Village ordinance regarding parking heavy vehicles, boats, trailers, and recreation vehicles on public streets and private property.
 - d. Discussion on traffic safety concern reports.
 - e. Update on the process for the creation of a special event permit.
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Public Safety Committee Minutes

Wednesday, December 12, 2018 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Jerry Adrian called the regular meeting of the Public Safety Committee to order at 6:30 PM in Conference Room A.

Members present: Village Trustee Jerry Adrian, Village Trustee Carolyn Clow, Ken Machtan, Tom Mooney, Rich Staley

Members not present: Sandy Bakk, Tyler Mortenson

Staff Present: Police Chief Craig Sherven, Fire Chief Chris Dennis, Emergency Management Director Chuck Di Piazza

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the November 14, 2018 meeting.

Motion by Ken Machtan, second by Tom Mooney, to approve the minutes of the November 14, 2018 meeting. Motion carries 5 - 0 - 0 by acclamation.

4. BUSINESS.

a. Staff Reports

2) Police Department

Chief Sherven reviewed the monthly report.

1) Fire and Rescue Department

Chief Dennis reviewed the monthly report.

3) Emergency Management

Director Di Piazza reviewed the monthly report.

- b. Discussion and action to make a recommendation to the Village Board regarding Ordinance amendment 2018-19: An ordinance amending the municipal code to permit service animals.

John Hethorn, representing Jacob Westerhof, addressed the Committee and described Mr. Westerhof's request that the Village amend the Village Code to allow him to have a monkey as a service animal. He clarified that Mr. Westerhof was looking for a service animal, which is different than a comfort animal.

The Committee discussed that the current Village Code prohibits wild animals, including monkeys, within the Village and the request was to make an amendment to the Code to make an exception for service animals as defined by the State Statutes. The Committee would like more information on training/certification processes for service animals and a clearer definition of what a service animal. The Committee was interested in the possibility of a registration process for services animals.

Motion by Ken Machtan, second by Tom Mooney, to table to the January meeting the Ordinance amendment 2018-19: An ordinance amending the municipal code to permit service animals. Motion carries 5 - 0 - 0 by acclamation.

- c. Discussion and action to make a recommendation regarding regarding an ordinance amendment to sec. 35-159 of the Village ordinance regarding parking heavy vehicles, boats, trailers, and recreation vehicles on public streets and private property.

The Committee reviewed the proposed ordinance changes and discussed the possibility of exemptions to some of the requirements to allow for temporary street uses. The Committee also discussed the possibility of creating a permitting process to allow vehicles to park on the roadway.

Motion by Tom Mooney, second by Village Trustee Carolyn Clow, to table to the January meeting an ordinance amendment to sec. 35-159 of the Village ordinance regarding parking heavy vehicles, boats, trailers, and recreation vehicles on public streets and private property. Motion carries 5 - 0 - 0 by acclamation.

- g. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2018-18: An ordinance to allow for online ordering and curbside pickup alcohol beverages.

Brianna Cotten, representing Roundy's, was present to provide information and answer questions.

The Committee reviewed the proposed changes and discussed how they addressed some of the previous concerns that had been raised.

Motion by Ken Machtan, second by Tom Mooney, to recommend to the Village Board to adopt Ordinance 2018-18: An ordinance to allow for online ordering and curbside pickup alcohol beverages with the addition to add signage at the pickup site advising that the area is being monitored by security cameras and staff. Motion carries 5 - 0 - 0 by acclamation.

- e. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.

Motion by Village Trustee Carolyn Clow, second by Tom Mooney, to recommend approval to the Village Board of the revisions to the position description for the Administrative Assistant position with the addition that "confidential" be removed from all title references and that training of the crossing guards be removed from the functions. Motion carries 5 - 0 - 0 by acclamation.

- f. Discussion and action to make a recommendation to the Village Board to approve the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.

Motion by Village Trustee Carolyn Clow, second by Tom Mooney, to recommend approval to the Village Board of the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.

Motion by Carolyn Clow, second by Tom Mooney, to amend the motion to include the correction of the typographical errors. Motion to amend carries 5 - 0 - by acclamation.

Amended motion carries 5 - 0 - 0 by acclamation.

- d. Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.

Motion by Village Trustee Carolyn Clow, second by Ken Machtan, to recommend approval to the Village Board of the revisions to the organizational chart for the Police Department. Motion carries 5 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. January 9, 2019

6. ADJOURNMENT.

Motion by Ken Machtan, second by Tom Mooney, to adjourn at 8:10 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Tanya O'Malley
Deputy Clerk



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

January 2019 Fire & Rescue Department Report For December 2018 Activity

- **General**

- The 2018 year ended with a slight decrease in incidents from 2017. The year is our seconded busiest year. For EMS incidents 2018 was 11% busier from our 5-year average and 25% busier from our 10-year average. For Fire incidents, 2018 was 21% busier from our 5-year average and 46% busier from our 10-year average.
- In December we hosted a family night in the station that was sponsored by the Fire & Rescue Association. Due to member schedules being busy during the summer, the group was unable to hold a summer picnic. The group requested to hold a summer picnic in the Fire House on the first Monday of December. It was well received and attended more than the typical summer picnics. The group is considering making it a regular event.
- We completed the majority of the AED project with a couple of items remaining. The library staff requires training on the new AED, and that is being scheduled in February. The municipal center and public works facility staff need to be trained on the new AED, and the AEDs mounted. We are hoping to schedule the training soon. The Fire & Rescue and Police Department staff have been trained, and the new AEDs have been deployed.
- We have trained the Fire & Rescue staff on the Lucas Devices, and the devices were placed into service on January 1st, 2019.
- As reported previously, the Department of Safety Professional Services revised the administrative code and required additional training for the officers of the Department. We have determined that those individuals who function as duty officers for the Department must obtain the training. We have scheduled a Fire Officer I class to occur here in McFarland during regularly scheduled training nights with Madison College. We have received significant interest in the class.
- St. Mary's Emergency Department on December 30th upgraded to a Level II Trauma Center. We did utilize it already on New Year's Eve.
- Chief Dennis has been working with the Public Safety Analysis project team. The information requested from RW Management was completed. The team is scheduled to meet and receive the draft report on January 8th, 2019.
- We have begun drafting a proposed revision to the Village Fire prevention code to adopt the International Fire Code and eliminate some issues with conflicts between codes.

- We have begun meeting with ambulance builder sales representatives to obtain quotes for the replacement ambulance. A replacement ambulance was approved in the 2019 budget. We have met with two builders to date and have a third meeting scheduled with a third on January 9th, 2019. A fourth was less than receptive to meeting at first because he knows we had met with the builder that built the 2015 ambulance. The builders are not overly competitive currently, and the market seems to be more in their favor than the buyers.
- We have received our replacement pagers and completed the inventory process of the pagers. We will begin the process of replacing the pagers in the coming weeks. We would like to note the process of inventorying all of the pagers was time-consuming and EMT/FF Kyle Koch spent his holiday time off completing the project. We are grateful for his time commitment.
- **Staffing**
 - Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 5
 - Fulltime Confidential Administrative Assistant (Shared w/Admin) - 1
 - Paid on Call – 57 (17 EMTs, 19 Firefighters (2 Active Retired), 10 EMR/Firefighter, & 11 EMT/Firefighters)
 - Total Staffing Level – 65
 - We completed our pre-employment process for four new paid-on-call members and will begin the orientation in January. Two of the new members will be EMTs, one will be a firefighter, and the fourth will be an EMT/FF. The two EMT members have recently completed EMT-Basic. The new firefighter will be attending the entry-level firefighter class at Madison College. The EMT/FF has previous experience but let their EMT license expire. She will be attending Madison College for EMT-Basic.
 - We have received a resignation from firefighter Madison Whiting. The resignation was assumed to be occurring as Madison has been on leave for attending school in the State of Washington. She had requested leave to return during the winter break for a last bit of time helping the community.
 - We have received a resignation from Fulltime EMT Tim Holzhauer. Tim has accepted a position with Hartford Fire Department as a Fulltime Captain. He will be in charge of their training division; EMS operations and helping them transition from Advanced EMT to Paramedic level of EMS. Tim has been with the Hartford Fire Department for several years as a Paid-On-Call/Paid-On-Premise member.
 - We would like to congratulate EMT/FF Jeff Dostalek on his completion of Firefighter II.
- **Training Activity**
 - The month of December was planned to be limited training due to the holidays. However, with the new equipment, we completed as a considerable amount of additional training. We completed AED and Lucas device training for all staff members. For firefighters, we reviewed typical winter operations that included gas meters, ice rescue equipment, chimney fire equipment, and general fire service knot tying.
 - The month of January will include CPR recertification for the entire department, ice rescue training, and facility familiarization of the Waubesa Shores complex, Indian Mound and Conrad Primary Schools.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	162	677
Fire Code Violations Identified	48	334
Re-Inspections	1	36
Corrections Noted	0	70
Plan Reviews	2	54
Acceptance Inspections/Test	3	29

- Acceptance inspection and testing were completed at the Waubesa Shores complex. The complex is unique with interior standpipes and an exterior standpipe for the marina (pier area). The process does occupy about a day for the Chief and Fire Inspector to complete accurately over the course of the final week of construction.

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	0	161
First Aid Training	0	105
High School CPR (Hands Only)	0	44
Baby Sitters First Aid	0	48
Public Education Tours	0	12

- **Apparatus & Equipment**
 - The 2012 Suburban (Car 1) had the driver seat repaired due to a rip in the seam from individuals getting in and out of the vehicle.
 - The 2018 Pumper (Engine 2) had some warranty repair completed. We are waiting on seatbelt brackets to assist with retracting seatbelts.

Incident Summary

Incident Type	2018		2017	
	December	Year to Date Total	December	Year to Date Total
EMS – Falls	12	149	12	154
EMS – General Medical	37	403	44	424
EMS – Motor Vehicle Crash	6	66	4	59
EMS – Trauma Other	4	57	2	35
EMS – Other types	14	124	16	143
EMS – Total (-1%)	73	799	78	812
Fire – Building, vehicle or outside	4	32	7	35
Fire – Assist EMS Crew	11	106	14	132
Fire – Motor Vehicle Crash	1	42	2	37
Fire – Alarms	8	64	5	52
Fire – Other types	15	139	7	142
Fire – Total (-4%)	39	383	35	398

Significant Incident

- On New Year's Eve, we were paged for a motor vehicle crash with injuries on Highway 51 between Mahoney Road and Dyerson Road in the Town of Dunn. Rescue 84 arrived on location and found two vehicles that crashed with impact to both driver sides. One vehicle had a patient ejected and another walking around. The second vehicle had two occupants unable to exit due to damage to the vehicle preventing doors from opening. Car 3 arrived on location and assumed command to be later re-assigned to operations as Car 1 arrived on location to take over command. Engine 2 and Squad 5 arrived on location and began extrication on the second vehicle. Rescue 82 transported the ejected patient to St. Mary's as level II trauma patient. We also requested Stoughton Rescue 87 and Rescue 88 to transport patients. McFarland Tender 6 with the Dane County Sheriff's office assisted in closing Highway 51 from Dyerson Road to Mahoney Road for about an hour.

Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	10	13.33%
Unconscious/Fainting/Near-Fainting	10	13.33%
Fire	7	9.33%
Sick Person	7	9.33%
Traffic/Transportation Incident	7	9.33%
Breathing Problem	4	5.33%
Heart Problems/AICD	4	5.33%
Stroke/CVA	4	5.33%
Back Pain (Non-Traumatic)	3	4.00%
Chest Pain (Non-Traumatic)	3	4.00%
Diabetic Problem	3	4.00%
Traumatic Injury	3	4.00%
No Other Appropriate Choice	2	2.67%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	2.67%
Standby	2	2.67%
Carbon Monoxide/Hazmat/Inhalation/CBRN	1	1.33%
Cardiac Arrest/Death	1	1.33%
Choking	1	1.33%
Hemorrhage/Laceration	1	1.33%
Total: 75		Total: 100.00%

Report Filters

Incident Date: is between '12/01/2018' and '12/31/2018'

****Note report is based on patient care reports. Incidents with multiple patients will cause additional runs. Total incidents will be less than total runs indicated on this report.**

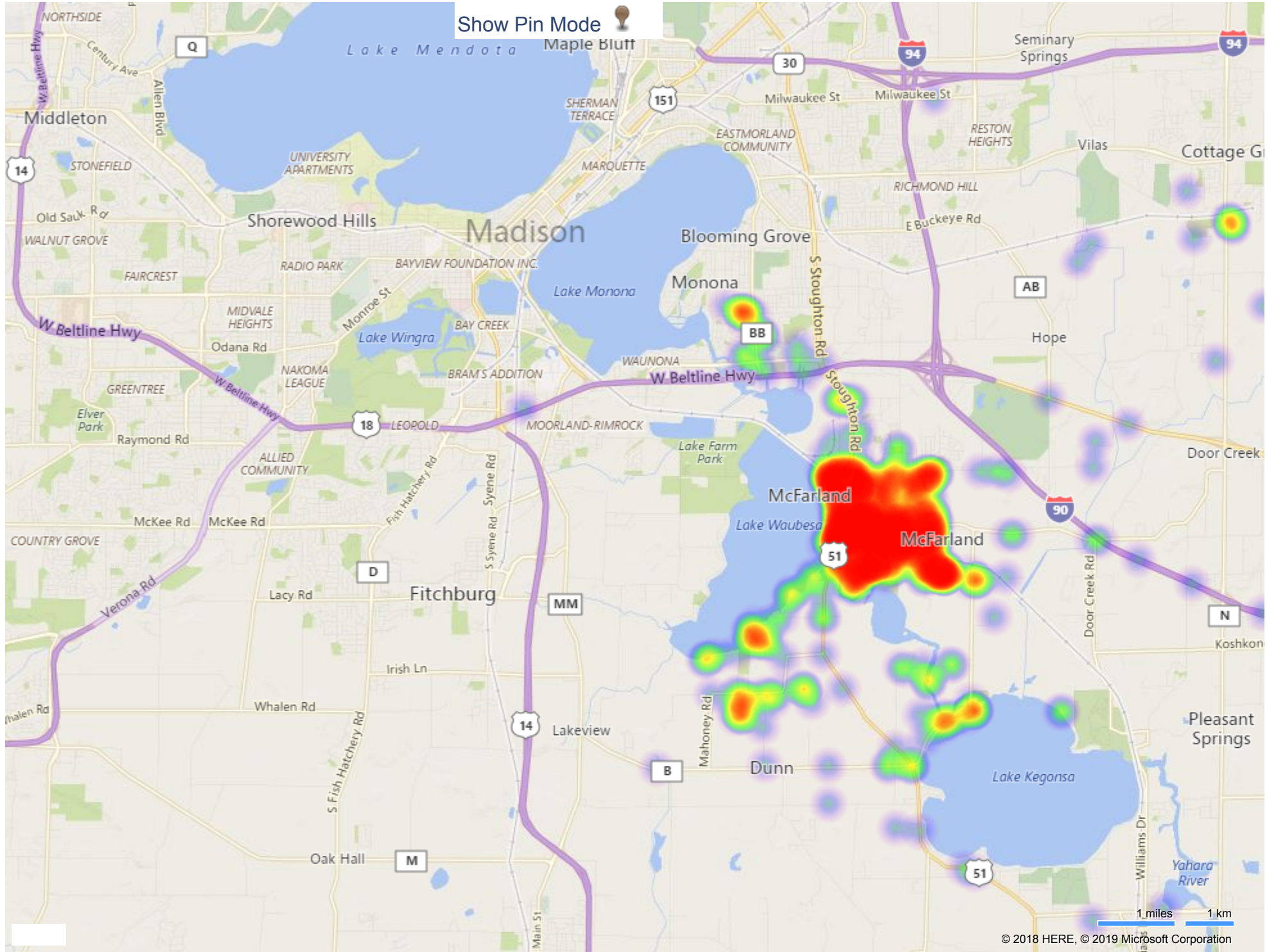
Runs by Dispatch Reason - MFR

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	150	17.30%
Traffic/Transportation Incident	122	14.07%
Sick Person	115	13.26%
Unconscious/Fainting/Near-Fainting	91	10.50%
Fire	65	7.50%
Breathing Problem	55	6.34%
Hemorrhage/Laceration	23	2.65%
Chest Pain (Non-Traumatic)	22	2.54%
Heart Problems/AICD	21	2.42%
Stroke/CVA	20	2.31%
Convulsions/Seizure	18	2.08%
Back Pain (Non-Traumatic)	16	1.85%
Carbon Monoxide/Hazmat/Inhalation/CBRN	16	1.85%
Diabetic Problem	16	1.85%
No Other Appropriate Choice	15	1.73%
Abdominal Pain/Problems	14	1.61%
Overdose/Poisoning/Ingestion	12	1.38%
Standby	12	1.38%
Traumatic Injury	11	1.27%
Cardiac Arrest/Death	10	1.15%
Allergic Reaction/Stings	7	0.81%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	7	0.81%
Assault	6	0.69%
Choking	6	0.69%
Headache	3	0.35%
Transfer/Interfacility/Palliative Care	3	0.35%
Unknown Problem/Person Down	3	0.35%
Medical Alarm	2	0.23%
Stab/Gunshot Wound/Penetrating Trauma	2	0.23%
Burns/Explosion	1	0.12%
Eye Problem/Injury	1	0.12%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	1	0.12%
Pregnancy/Childbirth/Miscarriage	1	0.12%
Total: 867		Total: 100.00%

Report Filters

Incident Date: is between '01/01/2018' and '12/31/2018'

****Note report is based on patient care reports. Incidents with multiple patients will cause additional runs. Total incidents will be less than total runs indicated on this report.**



Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {12/01/2018} and {12/31/2018}

Incident Type	12/01/2018 to 12/31/2018	12/01/2017 to 12/31/2017	12/01/2016 to 12/31/2016	12/01/2015 to 12/31/2015
111 Building fire	3	2	1	1
113 Cooking fire, confined to container	2	0	0	1
116 Fuel burner/boiler malfunction, fire confined	0	1	0	0
131 Passenger vehicle fire	0	1	0	0
132 Road freight or transport vehicle fire	0	1	0	0
142 Brush or brush-and-grass mixture fire	0	2	0	0
311 Medical assist, assist EMS crew	11	14	5	14
322 Motor vehicle accident with injuries	0	2	1	2
324 Motor Vehicle Accident with no injuries	0	0	2	0
341 Search for person on land	0	1	0	0
350 Extrication, rescue, Other	0	0	0	1
352 Extrication of victim(s) from vehicle	1	0	0	0
353 Removal of victim(s) from stalled elevator	1	0	0	0
362 Ice rescue	0	0	1	0
412 Gas leak (natural gas or LPG)	4	0	1	0
443 Breakdown of light ballast	1	1	0	0
445 Arcing, shorted electrical equipment	2	0	0	0
463 Vehicle accident, general cleanup	1	0	0	0
520 Water problem, Other	0	0	0	1
522 Water or steam leak	0	0	1	0
561 Unauthorized burning	0	1	0	1
600 Good intent call, Other	0	1	0	0
611 Dispatched & cancelled en route	4	3	5	4
651 Smoke scare, odor of smoke	0	0	0	1
700 False alarm or false call, Other	0	0	1	0
711 Municipal alarm system, malicious false alarm	1	0	0	0
714 Central station, malicious false alarm	1	0	0	0
731 Sprinkler activation due to malfunction	0	1	0	0
736 CO detector activation due to malfunction	2	1	0	1
740 Unintentional transmission of alarm, Other	0	0	1	0
743 Smoke detector activation, no fire - unintentional	1	1	0	0
745 Alarm system activation, no fire - unintentional	1	1	3	0
746 Carbon monoxide detector activation, no CO	3	1	0	2
900 Special type of incident, Other	0	0	1	0
Totals	39	35	23	29

Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {12/31/2018}

Incident Type	01/01/2018 to 12/31/2018	01/01/2017 to 12/31/2017	01/01/2016 to 12/31/2016	01/01/2015 to 12/31/2015
100 Fire, Other	0	0	0	1
111 Building fire	16	10	11	17
112 Fires in structure other than in a building	2	1	0	1
113 Cooking fire, confined to container	4	6	2	2
116 Fuel burner/boiler malfunction, fire confined	0	1	1	1
118 Trash or rubbish fire, contained	0	1	0	0
130 Mobile property (vehicle) fire, Other	0	0	1	1
131 Passenger vehicle fire	2	3	2	1
132 Road freight or transport vehicle fire	0	1	2	1
134 Water vehicle fire	0	1	1	0
137 Camper or recreational vehicle (RV) fire	0	0	0	1
138 Off-road vehicle or heavy equipment fire	1	1	0	0
140 Natural vegetation fire, Other	1	1	0	0
141 Forest, woods or wildland fire	1	1	2	1
142 Brush or brush-and-grass mixture fire	1	4	2	2
143 Grass fire	0	0	0	1
150 Outside rubbish fire, Other	1	0	0	0
151 Outside rubbish, trash or waste fire	0	0	1	1
154 Dumpster or other outside trash receptacle fire	0	3	0	1
160 Special outside fire, Other	1	0	0	1
161 Outside storage fire	0	1	0	0
171 Cultivated grain or crop fire	1	0	1	0
251 Excessive heat, scorch burns with no ignition	0	1	0	0
300 Rescue, EMS incident, other	0	0	1	0
311 Medical assist, assist EMS crew	106	130	85	93
322 Motor vehicle accident with injuries	23	21	21	17
323 Motor vehicle/pedestrian accident (MV Ped)	3	0	1	2
324 Motor Vehicle Accident with no injuries	10	3	6	2
331 Lock-in (if lock out , use 511)	0	3	1	0
341 Search for person on land	0	3	0	0
350 Extrication, rescue, Other	0	2	1	1
352 Extrication of victim(s) from vehicle	1	2	0	4
353 Removal of victim(s) from stalled elevator	4	1	1	0
357 Extrication of victim(s) from machinery	1	0	0	0
362 Ice rescue	0	0	1	0
363 Swift water rescue	1	0	0	0
365 Watercraft rescue	1	1	2	0
381 Rescue or EMS standby	0	1	0	0
400 Hazardous condition, Other	1	0	1	0
411 Gasoline or other flammable liquid spill	4	3	0	0
412 Gas leak (natural gas or LPG)	10	4	8	3
413 Oil or other combustible liquid spill	0	2	0	0
420 Toxic condition, Other	1	0	0	0
421 Chemical hazard (no spill or leak)	1	0	0	0
422 Chemical spill or leak	1	0	0	0

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Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {12/31/2018}

Incident Type	01/01/2018 to 12/31/2018	01/01/2017 to 12/31/2017	01/01/2016 to 12/31/2016	01/01/2015 to 12/31/2015
440 Electrical wiring/equipment problem, Other	1	7	1	1
441 Heat from short circuit (wiring), defective/worn	1	0	0	0
442 Overheated motor	1	0	0	3
443 Breakdown of light ballast	1	1	1	0
444 Power line down	3	4	4	3
445 Arcing, shorted electrical equipment	4	6	1	1
451 Biological hazard, confirmed or suspected	0	1	0	0
463 Vehicle accident, general cleanup	6	11	1	0
500 Service Call, other	1	0	3	0
510 Person in distress, Other	1	1	1	0
511 Lock-out	1	0	2	0
520 Water problem, Other	0	4	1	2
522 Water or steam leak	1	2	2	0
531 Smoke or odor removal	2	1	0	0
542 Animal rescue	0	1	0	0
550 Public service assistance, Other	0	1	0	0
551 Assist police or other governmental agency	1	2	0	1
552 Police matter	0	0	1	0
553 Public service	1	0	1	0
561 Unauthorized burning	3	2	1	1
571 Cover assignment, standby, moveup	4	1	0	1
600 Good intent call, Other	3	11	1	3
611 Dispatched & cancelled en route	58	61	49	37
621 Wrong location	0	0	0	1
622 No Incident found on arrival at dispatch address	1	2	4	1
631 Authorized controlled burning	10	2	3	4
632 Prescribed fire	0	0	1	0
650 Steam, Other gas mistaken for smoke, Other	0	1	0	0
651 Smoke scare, odor of smoke	6	3	1	3
652 Steam, vapor, fog or dust thought to be smoke	0	2	1	1
653 Smoke from barbecue, tar kettle	0	2	0	0
661 EMS call, party transported by non-fire agency	0	1	0	0
671 HazMat release investigation w/no HazMat	6	1	0	1
672 Biological hazard investigation	0	0	1	0
700 False alarm or false call, Other	2	1	4	1
710 Malicious, mischievous false call, Other	1	0	1	1
711 Municipal alarm system, malicious false alarm	1	0	0	0
714 Central station, malicious false alarm	4	0	1	0
715 Local alarm system, malicious false alarm	0	0	0	1
730 System malfunction, Other	0	0	0	1
731 Sprinkler activation due to malfunction	3	1	0	0
733 Smoke detector activation due to malfunction	3	0	5	3
735 Alarm system sounded due to malfunction	7	8	4	4
736 CO detector activation due to malfunction	5	9	5	9
740 Unintentional transmission of alarm, Other	3	2	1	2

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Village of McFarland Fire Department
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2018} and {12/31/2018}

Incident Type	01/01/2018 to 12/31/2018	01/01/2017 to 12/31/2017	01/01/2016 to 12/31/2016	01/01/2015 to 12/31/2015
743 Smoke detector activation, no fire - unintentional	5	7	1	2
744 Detector activation, no fire - unintentional	1	0	1	1
745 Alarm system activation, no fire - unintentional	15	16	12	4
746 Carbon monoxide detector activation, no CO	9	5	3	9
812 Flood assessment	1	0	1	0
814 Lightning strike (no fire)	1	0	0	0
815 Severe weather or natural disaster standby	2	2	0	0
900 Special type of incident, Other	1	0	3	0
Totals	383	398	282	261

MCFARLAND POLICE DEPARTMENT



December 2018 Monthly Report

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DECEMBER 2018 MONTHLY REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 659 cases in December. This is compared to 590 cases during the previous year. Cases of interest for the month were: eight intoxicated drivers, one domestic disturbances, five disturbances, five juvenile complaints, six thefts, nineteen traffic accidents, and responded to seven alarms. Officers also logged 193 traffic incidents during the month.

Cases of interest for the month are as follows:

12/05/2018 Officers received information of a reckless driver traveling south on US HWY 51. The vehicle in question was located traveling east on Farwell Street and a traffic stop was initiated. The driver was found to be under the influence of alcohol and field sobriety tests were conducted. The officer was able to establish probable cause to arrest the male driver for operating a motor vehicle while under the influence. The driver submitted to a breath test with the results showing he had a .27 blood alcohol concentration. This is over three times the legal limit. The driver was also cited for prohibited alcohol concentration and open intoxicants in a motor vehicle.

12/20/2018 Officers were dispatched to assist the City of Madison Police Department with locating a suicidal male subject who had fled from a residence in Madison. The male was last observed running into the Village limits. Officers were able to locate the subject in a wooded area near Valley Drive and Siggelkow Road. The subject was not compliant with officers and Tasers were displayed but not deployed. The officers were in the process of taking the subject into custody when he began to fight with them. The subject was eventually arrested and placed into handcuffs. One McFarland Officer received an injury during the struggle. The subject was arrested for obstructing/resisting an officer-causing injury and booked into the Dane County Jail.

Staffing Report

- We continue working through the process of creating a Police Clerk III position, specifically for the evening shift position. The position description and organizational chart was approved by the Public Safety Committee in December, and will now move on to the Personnel Committee on January 7th. If successful, final approval will be sought from the Village Board on January 14th.
- Retired Police Clerk Bonnie Evans continues to fill our front office vacancy on an LTE basis.

Equipment Report

- The Department has begun the process of implementing equipment replacements approved in the BY2019 budget, including the transition to the Smith and Wesson M&P 9mm handgun and replacement of department handheld radios.
- Five replacement AED's have been integrated into the squad fleet, replacing the previous models that had become obsolete.

Training Report

- Officers Anthony Craft and Jacob Towns attended one day of SET (Special Events Team) training with the Dane County Sherriff's Office. The training was part of the requirements to participate with the consortium SET team that was recently established.
- Sergeant Jeremy Job attended a four-day training for Critical Incident Management. The training was held at the Dane County Law Enforcement Training Center in Waunakee.
- Officer Bryan Wallace completed his training to become certified, by the State of Wisconsin, to be a DAAT (Defense and Arrest Tactics) Instructor. The training allows him to teach other officers DAAT skills. The training was held at the City of Madison Training Facility.

Budget Report

- No report.

Other Information

- McFarland PD conducted its annual Shop with a Cop event on December 8th.
- The Department will be rolling out the TIP411 platform in early 2019, which is an anonymous tip information and public messaging system. This will provide residents with the ability to provide crime tip information, anonymously if so desired, through a variety of means, including social media. Videos and photos can easily be uploaded in a matter of seconds. The program also provides for an additional means of communicating information to the public.
- As of January 1st, our CareTrak Program has gone live. Officer Matthew Schroeckenthaler is the program coordinator. The department will immediately take over four McFarland-resident clients that were previously serviced by the Dane County Sheriff's Office.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 01/03/2019 09:10
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 12/01/2018 00:00
To Date: 12/31/2018 23:59

McFarland Police Department
ORI Number: WM0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	4
911 Call Question	1
911 Call Silent	3
911 Call Unintentional	12
911 Disconnect	8
911 Misdialed Call	1
Accident Hit and Run	2
Accident Private Property	2
Accident Property Damage	12
Accident Unknown Injuries	2
Accident w/Injuries	1
Adult Arrested Person	6
Alarm	7
Alarm Broadcast/File	1
Animal Bite	1
Animal Found	2
Animal Stray	6
Assist Citizen	25
Assist EMS/Fire	43
Assist K9	2
Assist Police	37
ATL Person	2
Battery	2
Burglary Residential	4
Check Person	19
Check Property	113
Civil Dispute	1
Conveyance	1
Damage to Property	2
Death Investigation	2
Disturbance	5
Disturbance Unwanted Person	1
Domestic Disturbance	1
Drug Incident/Investigation	3
Follow-Up	14
Fraud	6
Information	23
Juvenile Complaint	1

Page: 1 of 2



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
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Print Date/Time: 01/03/2019 09:10
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 12/01/2018 00:00
To Date: 12/31/2018 23:59

McFarland Police Department
ORI Number: WM0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
Missing Juvenile/Runaway	1
Noise Complaint	1
OMV/WI Arrest/Intoxicated Driver	8
Parking Complaint On Street	8
Phone	10
Preserve the Peace	3
Problem Solving Person	8
Problem Solving Property	1
Property Found	3
Repo	3
Safety Hazard	14
Silent Case Number	2
Special Event	4
Stolen Auto	1
Suspicious Person	2
Suspicious Vehicle	13
Theft	5
Theft Retail	1
Traffic Complaint/Investigation	43
Traffic Incident	1
Traffic Stop	149
Total:	659

PUBLIC SAFETY COMMITTEE
EMERGENCY MANAGEMENT REPORT
December 2018 / January 2019 Report

Update on outdoor warning siren:

Outdoor warning sirens are being internally checked by Dane County Emergency Management during the winter months and are passing all tests properly.

Emergency Management Committee Meeting:

The next meeting will be held on January 24, 2019 at 2:00 PM.

Storm Activity:

I monitor and have a direct link to both local, for the Madison area, and National Weather Service Broadcasts from Sullivan WI. Thus far we have experienced very limited snow fall accumulation. Although, we have received wintery mix conditions making roads as well as sidewalks very slippery and can be treacherous. These conditions and weather alerts have been submitted to the social media team. If we receive severe weather warnings, Department heads, Public Safety Committee Members, Emergency Management Committee Members, Village Board Members and the Social Media Team shall be supplied with weather warnings and briefings.

Emergency Response Manual Update:

I will work with department heads and their teams in a collaborative effort to attend the departments specialized training as an observer upon being invited, therefore we are **(all)** still working in the realm of emergency management.

Comment [CDPI]:

Training:

We have five members of the UAS team who are currently studying the materials for the exam to be taken in the near future. In addition, we have another member who is already a commercial airline pilot who I am going to be in contact with shortly. FAA testing procedures are currently on hold and have been suspended with the government shutdown. I will be meeting with team members shortly to review their studies and prepare for the tests when the testing procedure reopens.

Webinars from Emergency Government Technology as well as other affiliations and organizations for Emergency Management programs are attended to assist in my role regarding training and updates, etc.

Community Awareness:

Articles and graphs shall be submitted for inclement weather, to include storm watches and

warnings, and other pertinent information and literature for public awareness as we have shifted gears into winter weather.

Submitted by: Chuck Di Piazza



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, January 9, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding Ordinance amendment 2018-19: An ordinance amending the municipal code to permit service animals.

PREVIOUS ACTION:

The Public Safety Committee reviewed the item and requested additional information and suggested revisions to the ordinance.

ISSUE SUMMARY:

The Village received a request from a resident to amend section 5 of the Village code of ordinances regarding the possession of wild animals in the Village to allow an exception for the purpose of service animals. The request is specifically to be able to obtain a monkey as a service animal; however, the ordinance amendment is to simply allow an exception to this prohibited animals for use as service animals. It is high probable that the original ordinance did not contemplate the possession of these "wild animals" for the purpose of service animals. The definition of a service animal is from the state statutes definition of service animals.

The Village Attorney reviewed the concerns from the Public Safety Committee's last meeting and has provided the attached responses, as well as made additional revisions to the ordinance to reflect desired changes.

FINANCIAL/BUDGET IMPACT:

No financial Impact

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Section 5 of the Village Code of ordinances (attached for reference)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Village Attorney recommends approval of the ordinance amendment as drafted as a way to provide accommodations that are required by law.

ATTACHMENTS:

1.CURRENT ORDINANCE -

ARTICLE_VI.___PROHIBITED_AND_PROTECTED_ANIMALS__FOWL__REPTILES_AND_INSECTS



2.01.04.18 Service Animal PSC Responses

3. Service Animal Ordinance 1-2-19

CURRENT ORDINANCE

DIVISION 2. - WILD OR EXOTIC ANIMALS

Sec. 5-191. - Wild animals; prohibition on keeping.

- (a) It shall be unlawful for any person to keep, maintain or have possession of or control of within the Village any poisonous reptile or any other dangerous or carnivorous wild animal, insect or reptile, any vicious or dangerous domesticated animal or any other animal or reptile of wild, vicious or dangerous propensities.
- (b) For the purposes of this Section, the term "wild animal" means any of the following animals, whether bred in the wild or in captivity, and also any of their hybrids with domestic species. The animals listed in parentheses are intended to act as examples and are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified.
 - (1) Nonhuman primates and prosimians (chimpanzees, monkeys).
 - (2) Felids, except domesticated cats.
 - (3) Canids (wolves, coyotes, foxes) except domesticated dogs.
 - (4) Prairie dogs.
 - (5) Elephants.
 - (6) Crocodilians (alligators, crocodiles).
 - (7) Marsupials (kangaroos, opossums).
 - (8) Ungulates (hippopotamus, rhinoceros).
 - (9) Hyenas.
 - (10) Mustelids (skunks, otters, badgers) except ferrets.
 - (11) Procyonids (raccoons, coatis).
 - (12) Dasypodidae (anteaters, sloth, amadillos).
 - (13) Viverrids (mongooses, civets, genets).
 - (14) Reptilia over ten feet in length (boa constrictors, pythons).
 - (15) Venomous reptilian.
 - (16) Ursids (bears).
 - (17) Game cocks and other fighting birds.
 - (18) Ostriches and emus.
 - (19) Sharks.
 - (20) Except on farms, horses, mules, ponies, donkeys, cows, pigs, goats, sheep, chickens or any animal raised for fur-bearing purposes unless otherwise permitted elsewhere in this Code.

(Code 1998, § 7-1-14(c))

Sec. 5-192. - Poisonous insects; exceptions; pet shops.

The prohibitions of Section 5-191 shall not apply where the creatures are in the care, custody or control of: a state-licensed game farm; a veterinarian for treatment; agricultural fairs; shows or projects of

the 4-H clubs; a display for judging purposes; an itinerant or transient carnival, circus or other show; dog or cat shows or trials; public or private educational institutions; licensed pet shops; zoological gardens; if:

- (a) Their location conforms to the provisions of the zoning ordinance of the Village.
- (b) All animals and animal quarters are kept in a clean and sanitary condition and so maintained as to eliminate objectionable odors.
- (c) Animals are maintained in quarters so constructed as to prevent their escape.
- (d) No person lives or resides within 100 feet of the quarters in which the animals are kept.

(Code 1998, § 7-1-14(d))



MEMO

To: Public Safety Committee
From: Cassandra Suettinger, Village Clerk/Treasurer
RE: Service Animal Ordinance Amendment – Response from Attorney
Date: 01/04/2018

The Public Safety Committee has several questions and concerns from the last meeting regarding the allowance of certain animals as service animals in the community. Here are the responses from Village Attorney Dan Evans.

1. Is there a certification process related to the training?

There is no governmental certification process, either federal or state. To be clear the ADA does not require any type of certification for seeing eye dogs and other service dogs, though obviously they must go through some training process. Madison's OccuPaws claims its trainer is certified by the Guide Dogs for the Blind in Oregon, so some organizations are training the trainers. The International Guide Dog Federation (IGDF), the International Association of Canine Professionals (IACP) and Assistance Dogs International (ADI) provide training standards for guide dogs. I found no similar organization for monkeys other than what you previously sent to me regarding Helping Hands Helping Monkeys.

2. Is there an actual certification the animal receives?

I am not aware of any governmental certification of the animals, though there are training standards set forth by these private organizations. I understand the trainer or training organization is certified and these trainers may "certify" that an animal has completed training. According to Helping Hands, their monkeys go through Monkey College.

3. In the section describing the training requirements, what does "training" mean? Can anyone train the monkey, or does it need to be done by a certified trainer?

"Training" is not defined under the state law with respect to service animals. The definition of service animal under sec. 106.52, Wis. Stats. is:

"Service animal" means a guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

This definition does not say how much training an animal needs, but obviously enough training to aid the disabled person. Under this statute, I think "training" necessarily means sufficient instruction for the animal to perform the task needed to aid the disabled person. There is no requirement that a monkey trainer be certified, though realistically I would think the trainer would have to have some significant training and experience in order to successfully train a monkey.

From an enforcement standpoint, if someone possesses a monkey, and the person is not disabled, some investigation may be needed to determine if the monkey is indeed a trained service animal. Since the state law does not require “certification” of the animal, in my opinion we cannot require certification in our ordinance, as someone will argue that we are imposing a higher standard than that allowed under state law. (Though proof the animal is “certified” or a Monkey College graduate would certainly help prove the animal is trained to assist the disabled).

4. Can we legally require the owner to register the monkey with the Village, meaning the Village is aware of the monkey’s presence and keep this info on file?

I think this is permissible and reasonable. Dogs have to be registered and licensed, whether they are service dogs or simply pets. I think a licensing requirement for service monkeys is reasonable.

Revision has been included in the attached updated ordinance amendment.

5. What is the penalty/enforcement procedure for harboring a monkey in contrary to the ordinance?

Under the current code, violating the exotic or restrictive animal ordinance follows the general penalty set forth under sec. 1-16, which is \$25.00 to \$1,000.00 for first offense, and \$50.00 to \$1,000.00 for second offense. In addition, harboring a prohibited animal may constitute a nuisance, so nuisance abatement remedies could be used to force the owner to remove a monkey from the Village.

6. Can we legally include language that requires the monkey to be kept only in the home, and not taken into public?

No, it is permissible to have a service animal in public. Section 106.52, which includes the definition of service animal above, also provides that no person may deny access to a public place or accommodation based on the disabled person having their service animal with them. There are some exceptions to this general rule, including that accommodating the service animal would jeopardize the safe operation of the public place or accommodation. The Village cannot prohibit that which is specifically permitted under state law.

7. Can we add language to specify that the only monkeys allowed will be “service monkeys”, so as to prevent just anyone from having a monkey.

Yes, I think that was the intent of the ordinance. The current restrictions on possessing monkeys still apply to anyone possessing a monkey that is not a service animal. We can add language to specifically address service monkeys though.

ORDINANCE NO. 2019-__

**AN ORDINANCE AMENDING THE MUNICIPAL CODE
TO PERMIT SERVICE ANIMALS**

Purpose: To revise the McFarland Municipal Code to Permit Service Animals.

Sponsor: Village Clerk

Recommended Referral: Public Safety Committee

Public Hearing: None required.

WHEREAS, The McFarland Municipal Code currently permits service dogs, but other service animals may not be permitted under the Code; and,

WHEREAS, The Public Safety Committee has reviewed proposed changes to Chapter 5 of the McFarland Municipal Code to reflect that other service animals be permitted in the Village, consistent with the definition of service animals under State Law; and,

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that it is in the public interest to amend the McFarland Municipal Code to reflect that the possession of service animals is permitted in the Village, with certain licensing requirements.

The Village Board of the Village of McFarland do hereby ordain as follows:

1. Section 5-1(n) of the McFarland Municipal Code is hereby created to read as follows:

(n) *Service animal*. A guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

2. Section 5-5 of the McFarland Municipal Code is hereby created to read as follows:

Sec. 5-5. – Service Animals Permitted.

Except as otherwise provided, nothing in this Chapter will be construed to prohibit the possession of a service animal. Dogs that are service animals are subject to all other regulations in this Chapter applicable to dogs, and other service animals are subject to all other applicable regulations set forth in this Chapter.

3. Section 5-6 of the McFarland Municipal Code is hereby created to read as follows:

Sec. 5-6. – Licensing of Service Animals.

- (a) All service animals kept in the Village shall be licensed annually pursuant to this Section. Dogs that are service animals shall be licensed pursuant to Article II of this Chapter. All other service animals shall be licensed as follows:
 - (1) The applicant shall submit a license application to the Village on a form approved by the Village Clerk-Treasurer and pay the appropriate license tax. The license tax shall be the same as that charged for dogs.
 - (2) The applicant shall provide proof of appropriate vaccinations from a licensed Wisconsin veterinarian for all recommended and required vaccinations for the animal. For service monkeys, required vaccinations include vaccinations against rabies, poliomyelitis, hepatitis, measles, mumps, rubella and DPT.
 - (3) The applicant shall provide the results of a check-up of the animal's health from a licensed Wisconsin veterinarian made within the previous eight weeks of the application, showing that the animal is healthy. The applicant shall authorize Village staff to contact the veterinarian for any additional information needed to evaluate the animal's health and the license application.
 - (4) The applicant shall provide adequate proof that the service animal has been trained or is being trained as a service animal.
 - (5) The applicant shall provide any other proof or information requested by the Clerk-Treasurer related to the animal for health and safety purposes.
 - (6) A license shall not be granted if the animal is not properly vaccinated, is unhealthy, or if the applicant fails to provide any requested information or documentation to the Village Clerk-Treasurer.
- (b) A current license for a service animal shall be kept with the owner at all times.
- (c) No person may possess any animal in violation of this Section.
- (d) Any person who fails to obtain a license required under this Section or otherwise fails to comply with this Section is subject to a forfeiture under Section 1-16. Each day that such violation or noncompliance continues shall be considered a separate offense.
- (e) This Section does not preclude a non-resident of the Village from temporarily possessing a service animal without a license while in the Village. As used in this paragraph, "temporarily" means for a period of time of three days or less.

4. Section 5-191 of the McFarland Municipal Code is hereby amended to read as follows:

- (a) It shall be unlawful for any person to keep, maintain or have possession of or control of within the Village any ~~poisonous reptile or any other dangerous or carnivorous~~ wild animal, ~~insect or reptile~~, any vicious or dangerous domesticated animal or any other animal, insect or reptile of wild, vicious or dangerous propensities.

- (b) For the purposes of this Section, the term "wild animal" means any of the following animals, irrespective of its propensities, whether bred in the wild or in captivity, and also any of their hybrids with domestic species. The animals listed in parentheses are intended to act as examples and are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified. "Wild animal" does not include a monkey or horse that is a licensed service animal.
- (1) Nonhuman primates and prosimians (chimpanzees, monkeys).
 - (2) Felids, except domesticated cats.
 - (3) Canids (wolves, coyotes, foxes) except domesticated dogs.
 - (4) Prairie dogs.
 - (5) Elephants.
 - (6) Crocodilians (alligators, crocodiles).
 - (7) Marsupials (kangaroos, opossums).
 - (8) Ungulates (hippopotamus, rhinoceros).
 - (9) Hyenas.
 - (10) Mustelids (skunks, otters, badgers) except ferrets.
 - (11) Procyonids (raccoons, coatis).
 - (12) Dasypodidae (anteaters, sloth, ~~amadillos~~armadillos).
 - (13) Viverrids (mongooses, civets, genets).
 - (14) Reptilia over ten feet in length (boa constrictors, pythons).
 - (15) Venomous reptilian.
 - (16) Ursids (bears).
 - (17) Game cocks and other fighting birds.
 - (18) Ostriches and emus.
 - (19) Sharks.
 - (20) Except on farms, horses, mules, ponies, donkeys, cows, pigs, goats, sheep, chickens or any animal raised for fur-bearing purposes unless otherwise permitted elsewhere in this Code.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2019.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2019 –	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kolk
Brassington	Lytle
Clow	O’Hearn
Czebotar	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, January 9, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Discussion on sec. 35-159 of the Village ordinance regarding parking heavy vehicles, boats, trailers, and recreation vehicles on public streets and private property.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

The committee has been working on an ordinance for parking specific sized boats, camper trailers, and other recreation vehicles on the streets.

In doing so, the ordinance has become very complex and may lead to enforcement issues or require revision of the ordinance after implementation and dealing with any unforeseen issues.

The committee will discuss the option of pulling the criteria for parking a trailer, boat, or heavy equipment on the roadway out of the ordinance and instead having a permitting process. Doing so would give the village more control over the process and address those vehicles that don't qualify on the front end, making enforcement of the ordinance more manageable. Rather than measuring and ticketing vehicles that are too large to fit the criteria, officers would be able to look for the permit sticker. Pulling out the criteria from the ordinance will also make revisions more easily done, as the criteria would be contained in policy and easily revised.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:



None



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, January 9, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Discussion on traffic safety concern reports.

PREVIOUS ACTION:

ISSUE SUMMARY:

In the past, many traffic safety concerns have been visited by the Public Safety Committee and ultimately given to Public Works. This discussion will address streamlining this process, and immediately referring sign related safety concerns directly to Public Works as normal procedure.

Discussion of the procedure for processing traffic safety concerns and matters related to signage. This procedure would include all traffic safety concerns being reviewed by Chief Sherven, who will then refer requests where they need to go. Matters related to non-emergent sign requests will be given to Public Works per internal operating procedure. Police will handle any immediate safety concerns, such as speeding. Issues relating to signage requiring immediate attention will be handled at the staff level, and will be jointly addressed by the Police and Public Works Departments. An example would be a stop sign that has been struck by a vehicle and needs immediate replacement.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Wednesday, January 9, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Update on the process for the creation of a special event permit.

PREVIOUS ACTION:

ISSUE SUMMARY:

Previously the Parks, Recreation, and Natural Resources Committee along with the Public Safety Committee reviewed a request from Chief Sherven for the Village to consider implementing a special events license as a way to help provide the Village notification for when there will be large group events in the Village. Current ordinances only require a special event permit when a temporary Class B license is sought. Both committee expressed concern with a permit that would attempt to regulate events on private property.

Based on this feedback staff previously submitted a draft ordinance for review. The ordinance accomplishes two items:

1. The ordinance creates a definition for a special event permit to be used in the Village. It is important to note, based on the feedback from committees, this special event permitted has been limited to only public property
2. The ordinance combines a lot of our permits into one as a way to streamline and simplify the process for resident/event organizers and Village staff. This combines parade, street use, and special events into one permit. Neighborhood events are still left freestanding with its own staff approval process as approved in the summer of 2018.

Staff now intends to bring forth a final draft ordinance and application form for the February meeting.

The intent for this meeting (January) is to provide committee members an opportunity to bring forth any additional comments or questions not previously discussed prior to the February meeting.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A



ORDINANCE REFERENCE:

Specials events are briefly mentioned in section 11-66 as being tied to a temporary class b license.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of the creation of a special event permit. If agreeable, staff would like to work with the Village Attorney to formalize an ordinance amendment to bring forward for review.

ATTACHMENTS:

1. McFarland Special Event_Separate (Draft) 11.08.18

Sec. ??-?? – Events Requiring a Special Permit

(a) Purpose. This Chapter is enacted to regulate and control the use of streets and public property to insure that the health, safety and general welfare of the public and the good order of the Village is protected and maintained. The Village's authority to regulate streets and public property is contained in the Wisconsin Statutes, including, but not limited to, Sec. 349.185, Wis. Stats.

(b) Permit Required. Subject to and in accordance with section (c)(1-8), "Definitions", no person may hold an event or gathering on a highway, roadway, street or cul-de-sac in the Village of McFarland, or on property owned by the Village of McFarland without first obtaining an Event Permit from the Village.

(c) Definitions . As used in this Chapter:

(1) Processions, parades, runs, walks, marathons, bicycle races, block parties, and similar activities have their usual and customary usage.

(2) "Event Permit" A permit granted by the Village of McFarland for the purposes of approving a Street Use Event, Neighborhood Event, Parade or Special Event occurring on or in any portion of a Village Owned street, roadway or cul-de-sac, or off-street property owned by the Village of McFarland.

(3) "Street Use" A planned event or situation in which any portion of a Village Owned street, roadway or cul-de-sac will be utilized, for events including, but not limited to: estate sales or auctions, run/walk events, car shows, community event, or public demonstration.

(4) "Neighborhood Event" A planned gathering in which any portion of a Village Owned street, roadway or cul-de-sac will be utilized. Examples: a neighborhood block party, graduation party.

(5) "Parade" Any parade or procession taking place in which any portion of a Village owned street, roadway or cul-de-sac will be utilized.

Note: A permit is not required for assembling or movement of a funeral procession, or for any parade sponsored by an agency of the federal or state government, acting in its governmental capacity within the scope of its authority. Federal and state authorities, and organizers of funeral processions are requested to coordinate preparations with the Chief of Police or his/her designee.

(6) "Special Event" Any other planned event on off-street property owned by the Village of McFarland in which any of the following apply, including, but not limited to:

- festivals or celebrations
- estate sales, auctions or other sales activities
- political gatherings or events
- events involving the sale or distribution of alcoholic beverages
- Concerts
- Events in which in 200 or more attendees are anticipated
- Events involving the use of amplified music, sound or public address
- Events in which tents or other temporary structures will be erected and require stakes to be driven into the ground
- Runs, walks, marathons not on roadways

(7) "Highways" and "streets" have the meanings set forth in Wis. Stats. § 340.01, and also include alleys (as defined in Sec. 340.01, Wis. Stats.) and areas owned by the Village of McFarland which are used primarily for pedestrian or vehicular traffic.

(8) "Person" means any natural individual, group, entity, organization, partnership, association, corporation, or limited liability company.

(d) Application A person seeking to hold an event shall file an application with the Village Clerk on the form provided by the Village Clerk. The application shall be filed at least forty-five (45) days before the event. The application shall contain but is not limited to the following information:

(1) The name, address, email address and telephone number of the applicant or applicants.

(2) If the Event is to be conducted for, on behalf of, or by an organization or company, the name, address, email address and telephone number of the organization's or company's headquarters and of individual(s) authorized to act on behalf of the organization or company.

(3) The name, address, email address and telephone number of the person or persons who will be responsible for operating the Event.

(4) The proposed use, described in detail, for which the Event License is requested. Applicants shall select all event types that are applicable to their event.

(5) The date(s) and duration of time during which the Event is to occur, including a detailed schedule of events.

- (6) A detailed security plan, including how many individuals will be designated to this function, how they will be identified, and how they will communicate with one another.
- (7) The applicant shall indicate if the Event requires complete, partial, or no closure of any streets.
- (8) A map of the Event, including any street(s)/property to be used, the placement of any tents, facilities, equipment, fencing, alcohol sale and carding areas (if applicable). The Public Works Director shall have final decision on placement of tents or any place the applicant wishes to break ground.
- (9) The approximate number of persons who will attend the Event.
- (10) A detailed plan for mitigating severe weather (if applicable).
- (11) A detailed fire evacuation plan (if applicable).
- (12) If the event involves the sale or distribution of alcoholic beverages, a detailed plan for identifying and refusing service to those under the legal drinking age shall be included. NOTE: Requires the application for and issuance of a Temporary Class "B" alcohol license, in addition to the Special Event License.
- (13) A detailed plan describing what cleanup activities will take place at the conclusion of the event.
- (14) Events that are anticipated to allow for the presence of minors where alcohol is served shall require a variance to ordinance approved by the Village Board. It shall be the event organizer's responsibility to request this variance on the application form.
- (15) Events that are anticipated to require the use of amplified sound, or to in some manner generate excessive noise, beyond 10:00 pm shall require a variance to ordinance approved by the Village Board. It shall be the event organizer's responsibility to request this variance on the application form.
- (16) Any other information that the Village deems necessary or appropriate.

(e) Special Requirements.

- (1) Regarding Parade Requests

(a) Drivers to stay near right-hand edge of roadway. Each driver in any procession except a procession permitted by the Chief of Police under this Article shall drive as near to the right-hand edge of the roadway as practical, except upon one-way streets or when otherwise directed by a police officer, and shall follow the vehicle ahead as close as is practical and safe.

(b) No person who leads or participates in a parade shall disobey, or encourage others to disobey, this Section after a police officer has directly and presently informed such person of any of the provisions of this Section or the terms of the parade permit that the person is violating.

(c) Sponsors or organizers shall obtain any county or state permits that may be required for use of any roadway under the jurisdiction of the county or state.

(2) Regarding Street Use and Neighborhood Event Requests

(a) Petition Required. The permit application shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use, said petition to be signed by not less than 75 percent of the residents over 18 years of age residing along that portion of the street designated for the proposed use, with the exception of the following:

(b) Said petition shall be verified and shall be submitted in substantially the following form:

PETITION FOR STREET USE PERMIT

We, the undersigned residents of the _____ hundred block of _____ Street in the Village of McFarland, hereby consent to the _____ recreational use of this street between the hours of _____ and _____ on _____ / _____ / _____, the _____ day of _____ / _____ / _____, 20 _____, for the purpose of _____ and do hereby petition the McFarland Village Board to grant a street use permit for us to use the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the McFarland Village Board shall attach to the granting of the requested street use permit. We designate _____ as the responsible person or persons who shall sign an application for a street use permit on our behalf.

(Code 1998, § 7-7-1(h))

(Code 1998, § 7-7-1(i); Ord. No. 2003-02, § 128, 1-27-2002; Ord. No. 2017-12, § 158, 6-26-2017)

(f) Events occurring of Public Parks.

- a. Events occurring in public parks are subject to all regulations and requirements as set forth in Chapter 44 (Parks and Recreation) of Village Ordinance.
- b. Events occurring in public parks which qualify under this section that include the operation or use of any amplifying system, public address systems or equipment shall generally be approved or denied by the Public Safety Committee, pursuant to Section 44-20 (b) of Village Ordinance. The Public Safety Committee reserves the right to require the approval of the Parks and Recreation Committee.
- c. Events occurring in public parks which qualify under this section that include the disturbance of soil by utilization of tent poles, tent stakes or any other activity likely to penetrate the grass and or soil bed shall require Village approval. It is the sole responsibility of the organizer to contact digger's hotline three (3) business days before such structure will be erected. Any costs for locates and/or damages will be bore by the organizer.

(g) Application Review. If the Village Clerk-Treasurer determines that the Event License application is complete, the Village Clerk-Treasurer shall immediately forward copies of the same to the Director of Public Works, the Chief of Police, and the Fire/EMS Chief who shall consider the same and make recommendation thereon to the Village Board and/or Public Safety Committee. The Village Clerk may require the applicant to provide additional information in support of the application if deemed necessary for review purposes.

(h) Issuance or denial of Special Event Permit

1. All Special Event applications shall be forwarded to the Public Safety Committee for review and recommendation to the Village Board except for section (a) and (b) below.
 - a. Annual, recurring Special Events that propose no major changes from the previous years shall not require review by the Public Safety Committee. These Special Events shall be reviewed by the Chief of Police, who shall make a recommendation of approval or denial

directly to the Village Board. The Village Board will ultimately approve or deny the application.

- b. The Village reserves the authority, under its sole discretion, to refer any event permit application to the Public Safety Committee and/or any other pertinent committee for review.
2. If the Village Board determines that the applicant has complied with all of the provisions of this Chapter, they shall instruct the Village Clerk-Treasurer to issue the Special Event Permit. Upon issuance of said permit, the applicant shall comply with all requirements as set forth in this chapter. The applicant shall meet the requirements of Section 11-1.

(i) Issuance If the Village Board or other approval authority determines that the applicant has complied with all of the provisions of this Chapter, they shall instruct the Village Clerk-Treasurer to issue the Event Permit. Upon issuance of said permit, the applicant shall comply with all requirements as set forth by the approving authority. The applicant shall meet the requirements of Section 11-1.

(j) Denial of an Event Permit. An application for an Event Permit may be denied if:

- (1) The proposed use is primarily for private or commercial gain. (possibly delete)
- (2) The proposed use would violate any federal or state law or any ordinance of the Village.
- (3) The proposed use will substantially hinder the movement of police, fire or emergency vehicles, constituting a risk to persons or property.
- (4) The application for the Event Permit does not contain the information required above.
- (5) The application requests a period for the use of the street in excess of five days.
- (6) The proposed use could equally be held in a public park or other location. In addition to the requirement that the application for a street use permit shall be denied, as hereinabove set forth, the Village Board may deny a permit for any other reason if it concludes that the health, safety and general welfare of the public cannot adequately be protected and maintained if the permit is granted.

(7) The granting of the Event Permit would conflict with another Event Permit already granted or for which application is already pending.

(8) The reasonably anticipated utilization of public services, including police and fire protection, by the proposed street use will require so large a number of persons and vehicles, including ambulances, as to prevent adequate service of the needs of the rest of the Village.

(9) It appears that the proposed Event is so poorly organized that participants therein are likely to engage in aggressive, destructive, or otherwise unlawful activity.

(10) Any part of the area described in the said Event Permit application includes a through intersection such that the highways cross each other.

(11) It is for a parade that is to be held between the hours of 10:00 p.m. and 6:00 a.m.; or *possibly combine with #15

(12) Sufficient parade marshals are not provided as to reasonably assure the orderly conduct of the parade.

(13) The application is not accompanied by an application fee as required by subsection (a) of this Section or if the applicant does not comply with any additional conditions or requirements as determined under Sections 35-446 including the payment of any amounts to cover increased costs to the Village for services.

(14) Vehicular traffic, public parking availability, construction projects or other scheduled events in and around the Village may be negatively impacted by the Special Event.

(15) The Event is scheduled to be held between the hours of 9:00 p.m. and 7:00 a.m, or the duration of the event is unreasonable.

(16) Sufficient supervision and event security will not be provided to reasonably assure orderly conduct by the attendees.

(17) The application was not filed within the required time period.

(18) Specifically for Street Use requests, If less than 75 percent of the persons over 18 years of age residing adjacent to that portion of the street for which the proposed street use permit is requested do not sign the petition. (is this for parking trailers, etc? Possibly delete or change to EVENT

(19) The Event is primarily for private or commercial economic gain, unless the event is an estate sale or auction. (possibly delete)

(20) The Event will negatively affect the health, safety or general welfare of the public, including, but not limited to, the movement of police, fire, or emergency vehicles within the Village, the overall impact to the neighborhood, including noise levels, and the effectiveness of hazard mitigation plans as submitted by the organizer(s).

(21) The event organizer(s) refuses to cooperate with, meet with or communicate with Village Officials regarding event planning and related requirements, and/or fails to or has demonstrated a past history of failing to comply with conditions set forth for this or past Event Permits.

(22) The approving authority, the Public Safety Committee, or the Village Board may deny a Special Event License application if, in their discretion, it is determined that one or more of the factors identified above warrant denial of the application. Further, the approving authority, the Public Safety Committee, or the Village Board may place conditions on the approval of a Special Event Permit application. If a Special Event License is granted, the permittee shall comply with all conditions placed on the Permit, if any, and with all applicable federal and state laws and City ordinances and regulations.

(k) Appeal of Permit Denials. If a Special Event License application is denied by the approval authority, the applicant may appeal the denial to the Public Safety Committee. If a Special Event License application is denied by the Public Safety Committee, the applicant may appeal the denial to the Village Board. In each instance, the applicant shall file its appeal request with the Village Clerk within five (5) days after the application is denied. If a Special Event License application is denied by the Common Council, there is no appeal.

(l) Termination of Event Permit and Event. An Event may be immediately terminated, and the Event Permit revoked, while the event is in progress, if the Chief of Police (change to approving authority) or his or her designee determine that the health, safety or general welfare of the public, including participants at the event, is endangered by activities generated as a result of the event, or if the Event has violated any conditions placed on the event in the License, or if the Event has violated any Village ordinances, State laws or other statutes.

(m) Emergency Revocation. The Chief of Police (change to approving authority) or his or her designee may revoke an Event License that has already been issued if the Chief of Police (approving authority) or his or her designee determine that revocation is justified by an actual or potential emergency due to weather, fire, riot, other

catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming the basis for the issuance of the License.

(n) Penalties. Any person who violates any provisions of this Chapter shall be subject to a penalty as provided in Section 1-16 of this Code. Additionally, failure to comply with any provisions of this Chapter may result in the withholding of approval on any subsequent permit applications for this or other permits required by the Village.

(o) Security/Village Staffing Requirements. If the Chief of Police, Fire Chief or Public Works Director determines that members of the Police Department, other Law Enforcement, private Security Officers, Fire Department, Emergency Medical Services or Public Works personnel must be available to staff the Event, the applicant shall pay all associated costs incurred by the Village or other provider to staff the event. When utilizing Village of McFarland Employees, the event organizer shall reimburse the Village at each employee's full overtime rate, and the Village shall subsequently reimburse each employee through standard payroll practices.

(p) Representative at meeting. It is recommended tThe event organizer(s) making application for an event be present when the Village Board gives consideration to the granting of said street use permit to provide any additional information that is reasonably necessary to make a fair determination as to whether a permit should be granted. Failure to be present could result in denial of the application in the event additional information or input from the organizer(s) is needed, but is not available due to lack of attendance of the meeting. It is the event organizer's responsibility to make themselves aware of when the Village Board will consider the application.

(q) Fee. Each application for an Event License shall be accompanied by a fee per the Village Fee Schedule, _____. Applications that are filed less than forty-five (45) days before the Special Event are subject to a double application fee, which shall be paid before the application is considered. The fees referenced in the preceding sentence are intended to cover costs the Village incurs relating to the Special Event.

(r) Neighborhood Events. Applicants shall apply for a block party permit on a form provided by the Village Clerk/Treasurer, no less than two weeks prior to the event. The Director of Public Works or designee is given the authorization to approve or deny street use permits for block parties in coordinate with recommendations from the Police Department and Fire/EMS Department. If approved, the Clerk/Treasurer shall issue a permit. If denied, the applicant may appeal to the Village Board by filing a notice of appeal with the Village Clerk/Treasurer within ten days of notification of denial. The applicant must state the basis of appeal. The Village Board may by majority vote to reverse or modify the decision.

(s) Insurance. The applicant for a street use permit *shall* indemnify, defend and hold the Village and its employees and agent harmless against all claims, liability, loss, damage or expense incurred on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. The applicant *shall* furnish a certificate with the Village *demonstrating* that applicant has in force and will maintain during the time the permit is in effect public liability insurance of not less than \$500,000.00 per one person, \$500,000.00 [amounts may change] for one accident and property damage coverage of not less than \$500,000.00 *naming the Village as an additional insured. If the certificate references any policy language, endorsement or other requirement as being necessary for the additional insured coverage to take effect, the applicant shall provide all such required documentation. The required coverage for the Village shall be written on a primary, non-contributory basis, and include a waiver of subrogation rights.*

(t) Indemnification. The applicant shall indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Special Event.

(u) Cleanup Requirements. The applicant shall return the site to the condition that existed before the Special Event occurred within twenty-four (24) hours of the completion of the event. The Village may require the applicant to provide a deposit in an amount to be determined by the Village to insure that the site is adequately restored.